

Intern – Client Service

Location: Burlington, Vermont (On-Site)

Job Type: Part-Time, Non-Exempt

Compensation Range: \$14.01 to \$33.00 per hour

Duration: 6/1/2026 through 7/31/2026, approximately 30 to 40 hours per week

Reports to: Senior Associate - Client Service

About the Firm

Champlain Investment Partners, LLC is an independent, employee-owned asset management firm headquartered in Burlington, Vermont. Our partners bring a wealth of experience, averaging over 24 years in asset management, and as of 09.30.25 the firm had approximately \$13.81 billion in assets under management. Champlain was founded with a shared goal – “Deliver Exceptional Investment Results and Develop Enduring Client Relationships” – and this mission continues to serve as the guiding vision for the firm. As Champlain has grown we have continued to be thoughtful in our expansion, acknowledging that while skills and qualifications are important when adding to our team, a candidate’s cultural fit is also vital to the hiring formula. We look for individuals who demonstrate humility, integrity, curiosity, and a hunger for excellence.

Equal Employment Opportunity

Champlain Investment Partners is an Equal Opportunity Employer and considers all qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status, or any other legally recognized basis protected by federal, state, or local law.

About the Position

The individual in this role will support Champlain’s Client Service team providing excellent service to institutional clients. This role offers exposure to the investment management industry, client relationship management and firm operations with ad hoc opportunities in support of the firm’s operations and/or business management departments.

Key Responsibilities

- Maintain relationship management system (Salesforce).
- Assist in the review and production of firm marketing collateral.
- Report on the competitive environment.

About the Successful Candidate

Education & Experience

- 3.0 minimum undergraduate GPA in a related field.
- Familiarity with Microsoft Office.

Skills & Qualifications

- An analytical thinker with strong detail orientation.
- Excellent written and verbal interpersonal skills.
- Able to prioritize and deliver work in a dynamic environment.
- A mature and flexible demeanor with the ability to work independently is required.

How to Apply

Interested candidates should send a PDF resume and cover letter to jobs@cipvt.com.